

Georgia College Style Book (Revised July 2020)

Introduction

Because consistency and continuity in publications and other produced materials are extremely important in the overall marketing efforts for Georgia College, the Office of University Communications has developed the GC Stylebook to assist you in preparing communications directed at the public. The stylebook should be used in conjunction with the Visual Identity Manual, which sets rules and regulations for use of the university's logos and establishes rules for publications, including the web.

Editorial style has to do with a set of judgments about what is grammatically correct – the consistency in punctuation, capitalization and acceptable usage. It should answer the types of questions you have as you start writing for your publication. Is university capitalized when referring to Georgia College? How are academic degrees abbreviated? Is fall semester capitalized?

You may ask, "Why does the university need to adopt a style?" Because of background diversity, each individual's experiences vary. The rules of capitalization recognized by one person may be unfamiliar to another. One person was taught to put a semicolon there, while another was taught to use a period.

To bring consistency to publications requires a set of rules. GC's style is based primarily on AP style; that is, we follow the rules of the Associated Press Stylebook. This guide, however, does contain some exceptions to AP style, and in those cases, this guide takes precedent.

We hope this publication has helped enlighten you about the need for a consistent style. Because there is no way to anticipate all your questions, you may also contact the University Communications staff anytime at 478 -445-4477 for further guidance. Thank you for your support as we work together to communicate the great stories about Georgia College.

The GC Style Book applies to: Advertisements, Brochures, Calendars, Catalogs, Flyers, Newsletters, digital communications (E-Newsletters, websites, etc.)

The GC Style Book does not apply to: Monographs, Scholarly research, Journal articles, Faculty-written books, Faculty-written articles, Student assignments

Building Names

This is a listing of the full and proper names for buildings affiliated with Georgia College.

Adams Hall
Ann Simpson Smith House
Atkinson Hall
Beeson Hall
Blackbridge Hall
Bone House
Centennial Center
Chappell Hall
College of Arts and Sciences Building
Ennis Hall
Foundation Hall
Hall House
Herty Hall
Humber-White House
Kilpatrick Education Center
Ina Dillard Russell Library
Lake Laurel
Lake Laurel Lodge
Lanier Hall
McIntosh House
Max Noah Recital Hall
Maxwell Student Union
Mayfair Hall
Miller Court
Miller Gym
Miller Studio
Napier Hall
Old Governor's Mansion
Parks Hall
Parks Memorial Nursing Building
Peabody Auditorium
Porter Fine Arts Building
Russell Auditorium
Sanford Hall
Student Activities Center
The Village Apartments
Terrell Hall
Wellness and Recreation Center
Wells Hall
Wooten-Garner House

A

Abbreviations and acronyms – Do not use abbreviations and acronyms that the reader would not understand quickly. Unless the abbreviation or acronym is very familiar, spell out the word(s) in the first usage. Avoid overuse. Don't allow your text to become an "alphabet soup." *Note: Abbreviations require periods; acronyms do not.*

- **ACADEMIC DEGREES:** Use periods when abbreviating academic degrees, because under Georgia College style, the short form of an academic degree's name is considered an abbreviation, not an acronym. Examples: B.A., B.S., M.B.A., Ph.D., Ed.D.
- **BUSINESS/CORPORATE NAME:** Abbreviate *company, companies, corporation, incorporated* and *limited*. Use a comma only if the organization uses a comma in its formal name. If used, a comma must be used both before and after the abbreviation in textual material unless the company's name appears at the end of a sentence.
- **BEFORE A NAME:** Abbreviate the following titles when used before a name outside direct quotations: Dr., Gov., Lt. Gov., Mr., Mrs., Ms., Rep., the Rev., Sen. and certain military designations. Spell out all except *Dr., Mr., Mrs.,* and *Ms.* when they are used before a name in a direct quotation. See courtesy titles.
- **AFTER A NAME:** Abbreviate *junior* or *senior* when either appears after an individual's name. Do not use a comma. CORRECT: John Doe Jr. WRONG: John Doe, Jr.
- **GEORGIA:** The abbreviation for the state of Georgia in textual material is always Ga. Note the lowercase a. When used with a city name, it is followed by a comma unless at the end of a sentence: *The Milledgeville, Ga., native won a Pulitzer Prize.* The U.S. Postal Service delivery address code for Georgia is GA and should only be used in addresses. **See state names and U.S. Postal Service codes.**
- **NUMBERED ADDRESSES:** Use the abbreviations *Ave., Blvd.,* and *St.* only with a numbered address: *231 W. Hancock St.* Spell them out and capitalize when part of a formal street name without a number: *Clarke Street.* All similar words (*alley, circle, court, drive, road, place, terrace*) always are spelled out. Always use figures for an address number: *9 Downing Street.*
- **DATES:** Spell out the months of the year when they are used alone or with the year. With a specific date, abbreviate only *Jan., Feb., Aug., Sept., Oct., Nov.,* and *Dec.*

academic degrees – If mention of degrees is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: John Jones, who has a doctorate in psychology.

Use an apostrophe in bachelor's degree, a master's, etc., but there is no possessive in Bachelor of Arts or Master of Science.

Also: an associate degree (no possessive).

Use such abbreviations as B.A., M.A., LL.D. and Ph.D. only when the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name — never after just a last name.

When used after a name, an academic abbreviation is set off by commas: John Snow, Ph.D., spoke.

Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference.

- **CORRECT:** *Jane Doe, Ph.D. is the university historian. Dr. Jane Doe is university historian.*
- **WRONG:** *Dr. Jane Doe, Ph.D. is the university historian.* This usage is redundant.

academic departments, schools and colleges – Capitalize the formal names of academic departments, but lowercase informal or incomplete references. Examples: *The J. Whitney Bunting School of Business, the business school, the School of Health Sciences, the nursing school.*

academic titles – Formal titles, such as dean, president, chairman, director, vice president, professor, chancellor, are capitalized only when they precede a name. Otherwise, lowercase such titles when they stand alone or when they follow a name. Titles that follow the name and titles in apposition are set off with commas. *Exception: Named professorships, fellowships and chairs are always capitalized when standing alone, as well as after and before the designees' names: Dr. John Doe, Ludwig von Beethoven, Smith Professor of Musicology.*

- **CORRECT:** *Dean John Doe; President Jane Doe; John Doe is the director of financial aid.*
- **WRONG:** *John Doe is the Dean of Students. Jane Doe, President.*

Note: At Georgia College, the term professor is used very specifically; it is not a generic term for any person teaching a course at the university. The word should be used only in references to those who have official status as full professors. In references to other faculty members, use the official Board of Regents' designations, even in casual references. Such designations include associate professor, assistant professor, adjunct professor, instructor, clinical professor, etc. See professor.

Georgia College allows capitalization of titles outside of body text on posters or playbills.

acronyms – Do not use periods in acronyms. **See abbreviations and acronyms.**

- **CORRECT:** The GIVE Center, SAT, NCAA
- **WRONG:** The G.I.V.E. Center, N.A.A.C.P, A.C.T.

ad hoc – Do not italicize. It should be hyphenated when used in front of a noun. *Dr. Sam Jones chairs the ad-hoc committee on parking.*

administration – Always lowercase: the administration, the president's

administration, the governor's administration.

Admissions, Office of – The formal, capitalized name is Georgia College Office of Admissions. In subsequent references, the lowercased admissions office is acceptable.

advisor – This is the spelling preferred at Georgia College in all references

affirmative action – The term is a name for a policy for correcting the effects of past discrimination; it is lowercased. An affirmative action statement must appear on Georgia College publications distributed to the general public. It should say "*Georgia College & State University, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.*"

ages – When expressing age, *always* use a figure. This is an exception to the usual rules about numbers. Use hyphens in ages expressed as adjectives before nouns or as substitutes for nouns.

- **CORRECT:** *He's just a 6-year-old child. His sister is 4 years old. Her son is 4.*
- **WRONG:** *The 40 year old woman has a son, who is nine, from a previous marriage.*

alma mater - Note spelling.

alumni association – Lowercase this term if it stands alone. Capitalize only when included as part of a proper name. Georgia College's alumni association is the Georgia College Alumni Association, but it may be called the GC Alumni Association or the Alumni Association of Georgia College.

alumni association board of directors – The term board of directors is always lowercased. At Georgia College, we have the Georgia College Alumni Association board of directors.

alumni office – At Georgia College, the Office of Alumni Relations (note caps) is a unit of University Advancement. It co-administers the GC Alumni Association with the association's board of directors.

alumnus, alumni, alumna, alumnae, alum – An alumnus (alumni in the plural) is a man who graduated from a school. An alumna (alumnae in the plural) is a woman who graduated from a school. Use alumni when referring to a group of men and women graduates. *Alum* is colloquial for either a male or female graduate and should be avoided in official publications. It can be used in certain contexts, however, to avoid sexist language.

ambassadors – The proper name for the student organization is *The Student Ambassadors Team*. *Ambassador Team* or *ambassadors* is acceptable on subsequent references.

ampersand (&) – This symbol is acceptable only in the names of organizations, companies and firms in which it is an actual part of the formal name. On first reference use or if spelling out the formal department, building or company name, use *and*: College of Arts and Sciences, Arts and Sciences building, the Department of Modern Languages and Cultures. On second reference, use abbreviations and &: *CA&S, A&S, DML&C (?)* The ampersand should not otherwise be used in place of *and*. Exceptions: *Q&A* may be used on first reference.

Georgia College uses an ampersand in its formal written name (*Georgia College & State University*). The word *and* is not part of the formal name. The ampersand should not otherwise be used in place of *and*: *School of Liberal Arts and Sciences, the Department of History and Geography*.

a.m., p.m. – Lowercase and use periods. There is a space between the figure and a.m. or p.m. Avoid such redundancies as *We met in the morning at 10 a.m.* Contrary to popular belief, noon is 12 p.m.; midnight is 12 a.m. Both times should be expressed without the number as simply noon or midnight. Do not use A.M. or P.M. or am or pm.

- **CORRECT:** *10 a.m., 4 p.m., 3:30 p.m., noon*
- **WRONG:** *10:00 a.m. 4PM, 12 midnight*

annual – An annual event is one that has been held in at least two successive years. Do not use *first annual*.

and/or – or will suffice.

apostrophe (') – Use the following guidelines:

- **CONTRACTIONS AND OMITTED LETTERS:** Avoid the excessive use of contractions; those listed in the dictionary are acceptable in informal contexts. Examples: *I've, it's, don't, tis, rock n roll, ne'er do well*.
- **OMITTED FIGURES:** The apostrophe is often misplaced, particularly in plurals. No apostrophe is needed before an s indicating a plural: *The Spirit of 76, the class of 59, the gay 90s, the roaring 20s, 1970s*.
- **PLURALS OF A SINGLE LETTER:** Do not use an apostrophe with a single capitalized letter, but do use one with lowercased letters. The misuse of the apostrophe most often is seen with grades. *She earned two Bs and three Cs last quarter.* (Note that there are no quotation marks around grade letters.) But: *Mind your p's and q's*.
- **PLURALS OF MULTIPLE LETTERS OR WORDS:** Don't use s. *The contract had just too many ifs, ands and buts. She earned her degree in the early 1960s. It will be in the high 80s tomorrow. The VIPs arrived early.* **See possessives, false and possessives, quasi.**

appendix, appendices, appendixes – Both *appendixes* and *appendices* are correct plural forms of the word *appendix*, although *appendices* is preferred at Georgia College.

Appendix A, Appendix I, Appendix 1 – Capitalize in references to a specific appendix or specifically to that portion of a book or report. Lowercase generic references: *in the Appendix, an appendix, the appendix of a book.*

approximate numbers – Generally, approximate numbers are estimated numbers, indicating that an exact count was not taken. Therefore, such numbers are usually rounded off. Do not use exact figures as though they were approximate ones.

- **CORRECT:** *Approximately 30 people attended. More than 100 men ran the race. (Or: More than a hundred men ran the race.). About 250 women participated. A crowd of about 1,500 watched.*
- **WRONG:** *Nearly 1,346 birds were sighted by the 47-odd watchers, who were among the roughly 148 people present. More than 22,136 students enrolled at Georgia College last quarter. (Either round off the figures or state as unqualified exact figures.)*

approximately – If *about* will do, use it instead.

arts and sciences – Does not use an ampersand: *the Arts and Sciences Auditorium, the School of Liberal Arts and Sciences.*

articles (capitalization of articles in titles) – Lowercase articles (*a, an, the*) unless they are the first or last words of a title or subtitle.

articles (titles of articles in magazines, journals and other publications) – Capitalize and enclose in quotations marks.

association – Do not abbreviate and always capitalize when used as part of a proper name.

assure – *Assure, ensure* and *insure* are commonly confused. Generally, you *assure* someone that something will or will not occur. To *ensure* is to guarantee that something will or will not occur. You *insure* property or life.

as well as – The connective phrase does not change the verb: *Joe as well as Bill was (not were) early for class.*

Atlanta Journal-Constitution, The – The proper form for references to the newspapers published by Atlanta Newspapers Inc. is *The Atlanta Journal-Constitution*. On second reference, except in formal publications, *AJC* is acceptable.

athletic teams – When referring to athletic team in copy, spell out Georgia College on first reference. GC may be used on second reference. Capitalize *Women's* or *Men's* when used in reference to an athletic team. *Some examples: Georgia College Women's Tennis, GC Men's Basketball, GC Women's Soccer, GC Men's Soccer.*

B

bachelor's degree – Lowercase all references to the degree. It is not capitalized. *They both have bachelor's degrees. She has a bachelor of arts in history degree.*

Baldwin Bulletin, The – The proper name for Baldwin County's weekly newspaper is The Baldwin Bulletin. On second reference, The Bulletin may be used.

bimonthly – Means every other month. Semimonthly means twice a month.

biweekly – means every other week. Semiweekly means twice a week.

Black – Uppercase word that denotes skin color. African American is also acceptable, although Black is the preferred term. The words Negro and colored are unacceptable words to denote racial or ethnic background. **See race and nationality.**

Board of Regents – In the first reference, use the full formal name: *Board of Regents of the University System of Georgia*. In subsequent references, any of the following may be used: *Board of Regents, the board* (note lowercase), *the regents* (note lowercase), *Georgia Board of Regents, state Board of Regents*. The acronym *BOR* may be used informally, but should be avoid in official publications.

boldface type – Generally, do not use boldface type for individual words or phrases within textual material. Such use is acceptable only when extreme emphasis is necessary (such as in written directions to students, particularly on forms, when the use of capitalization and italics has been exhausted). Generally, boldface type is reserved for headlines, bylines and subheadings.

book chapters, titles of – Chapter, essay and article titles within a book are capitalized and enclosed within quotation marks.

books, titles of – Capitalize and italicize titles and subtitles of books and journals. **See "titles of compositions, publications, works."** Note that the period belongs inside of the quotation marks.

brand names – When they are used, capitalize them. Unless the brand name is essential to meaning, use a generic term. Example: *cola* or *soft drinks*, not *Cocan Cola* or *Coke*. Capitalize brand names, but not generic names.

breakdown – breakdown (adj., n.), break down (v.); breakd even (adj.); breakd in (adj., n.), break in (v.); breakout (adj., n.), break out (v.); breakthrough (adj., n.), break through (v.); breakup (adj., n.), break up (v.).

building – Never abbreviate in textual material. Capitalize the proper names of buildings, including the word building if it is an integral part of the formal name. The

Georgia College campus has numerous buildings. The Parks Memorial Health Sciences Building houses the student health services. (Refer to the list at the end of this booklet for proper names of buildings on the Georgia College campus.)

C

cabinet – Capitalize references to a specific body of advisers heading executive departments for a president, king, governor, etc. *President Dorman's Cabinet met Monday.*

campuswide – It is always one word. It is never hyphenated.

campus locations - capitalize when referring to a subdivision of campus as a location or destination. Examples: *Front Campus, Main Campus, West Campus, Main Campus.*

cancel, canceled, canceling, cancellation – Note the spellings.

capital – The city where a seat of government is located. Do not capitalize. The building in which the government meets is the capitol. Examples: *Atlanta is the capital of Georgia. The governor's office is in the state capitol.*

capitalization – In general, avoid unnecessary capitals. Use a capital letter only if the word is part of a formal, proper name. Georgia College & State University uses what is called a "down style" of capitalization, in which proper names and adjectives are capitalized, but generic terms, such as university, street and state, are lowercased except when such terms are used as part of a complete expression of a formal name.

In the down style, the title of a person is capitalized only when that title precedes a name; a title is lowercased when it follows a name or stands alone. (The down style does not make exceptions for "very important persons." Such titles as president of the United States, the pope and the dean of students are no exceptions, regardless of the respect accorded the office. Another example of the down style is lowercasing of the seasons of the year.)

Generally, follow the guidelines listed here. If there is no relevant listing, consult Webster's New World Dictionary.

- **ACADEMIC DEGREE:** Do not capitalize the formal name of a degree, the major, concentration, area or field of study. *He is pursuing a bachelor's degree in biology.*
- **ACADEMIC PROGRAMS:** Capitalize the names of schools or formal programs of study; lowercase informal and generic references to programs and courses of study. *He was enrolled in the education program. It is a part of the John H.*

- Lounsbury School of Education. She is enrolled in the Web MBA program.*
- **ACADEMIC SEMESTERS/TERMS:** Lowercase these generic terms in all instances. *The fall term begins on Monday. She will take classes this summer semester. Classes for the School of Business begin in the fall semester.*
 - **ACADEMIC STUDIES:** Do not capitalize generic terms for fields of study unless they are formal titles or proper nouns, such as English. *He is a music major, but has a strong interest in French. His sister, enrolled in the Women's Studies Program, is delving into women's studies as part of her bachelor of interdisciplinary studies degree program.*
 - **ACADEMIC TITLES:** Capitalize formal titles only when they precede a name. Otherwise, lowercase such titles. CORRECT: *After being away, Associate Professor John Doe returned to class. Dr. Brown, an associate professor, returned.* WRONG: *Jane Doe, an Associate Professor of Economics, is in her office.*
 - **ACADEMIC UNITS:** Capitalize the formal name of an academic unit, such as *centers, chairs, colleges, departments, institutes, offices and schools.* Lowercase partial or informal unit names except for words that are proper nouns or adjectives. *Georgia College & State University, The Paul Coverdell Institute, the institute, Kaolin Endowed Chair of Chemistry, the chair.*
 - **ORGANIZATIONS:** Capitalize the full formal names of organizations and institutions (and retain the capitalization even if *Co., Corp., Inc., etc.*, is deleted from the proper name). Lowercase partial or informal references. *The Council of Public Liberal Arts Colleges, the council, American Democracy Project.* Capitalize major subsidiaries or subdivisions of an organization in a similar fashion. However, lowercase internal elements of an organization that has names that are widely used generic terms: *the board of advisers, the board of trustees, the board of directors, the sports department at the newspaper, the library's reference desk.*
 - **STUDENT CLASSIFICATION:** Capitalize the formal names of organized groups of students and student classes, but lowercase student classifications: *the Student Government Association, the French Table senior class, Class of 1949, freshman, sophomore, junior, senior, graduate, undergraduate.*

capitol – The building in which the government meets is the *capitol*. Capitalize when referring to either the building in Washington, D.C., or to a specific state's capitol building. The city where a seat of government is located is the *capital*. Do not capitalize. Examples: *Atlanta is the capital of Georgia. The governor's office is in the state capitol.*

Center for Student Success – The proper name for the office that helps students establish a solid base of academic success. *The* is not part of the name. On second reference, use *the center*.

cents – Spell out the word cents and lowercase, using figures for amounts less than a dollar: *7 cents, 69 cents.* Use the dollar sign (\$) and decimals for amounts over a dollar: *\$2.43, \$23.53.* **See dollars.**

chancellor – The person appointed by the Board of Regents to lead the University System of Georgia is the chancellor. Lowercase unless the words appears before a name: *Chancellor Jane Smith, the chancellor.*

chapter, organization – Lowercase when the reference is to a chapter of an organization. Example: *The Georgia chapter of the Society of Editors met yesterday.*

chapter, publication – Capitalize when used with a number – always an Arabic figure – for a chapter of a publication. Example: The information was in Chapter 3 of the book.

chapter titles – Set within quotation marks; do not italicize.

college – Capitalize only when used as part of a complete formal name. Examples: *He attends the Terry College of Business, where he studies in the college's information systems program. The College of Charleston is a member of COPLAC.* **See capitalization.**

College Entrance Examination Board (CEEB) – Prepares the Scholastic Aptitude Test.

colloquialisms – Avoid colloquialisms, unless they are widely known and accepted, such as *bum* or *phone* or if it is needed in a contextual way. If used, do not set off with quotation marks.

colon – Use to introduce lists and tabulations. Capitalize the first word after a colon only if it is a proper noun or the start of a complete sentence. Often a colon is mistakenly used to introduce a series that immediately follows the verb or other phrase.

- **CORRECT:** *Some members of the faculty are not college graduates: Mary Place, James Trance, Jerry Fall and Barbara Summer. Students take classes such as history, French and sociology.*
- **WRONG:** *Members of the faculty are: Mary Place, James Trance, Jerry Fall and Barbara Summer. Art students should bring supplies such as: brushes, paint and pencils.*

comma – Commas are to be used sparingly to make meaning clearer or to enable a reader to grasp the relationship between parts of a sentence more quickly.

- **IN A SERIES:** Use commas to separate words or phrases in a series, but do not use a comma before the conjunction in a simple series. She took classes in biology, chemistry and English. In more complex sentences, an additional comma often is needed to prevent misreading.
- **ESSENTIAL, NONESSENTIAL CLAUSES AND PHRASES:** Do not set off essential clauses and phrases by commas; set off nonessential clauses and phrases by commas. **See essential, nonessential clauses and phrases.**

- **WITH APPOSITIVES:** Set off words in apposition with commas. *His wife, Mary, was late for their meeting.*
- **WITH A CONJUNCTION IN A COMPOUND SENTENCE:** Use a comma when a conjunction such as *and, because, but, for* and *or* links two or more clauses that could stand alone as separate sentences. (A semicolon may be more appropriate for complex construction.) Do not use a comma when the subject of the two clauses is the same and is not repeated in the second. *She attended the Incept conference, and the university president greeted her personally. He goes to school during the day, and he works a full-time job at night. He goes to school during the day and works a full-time job at night.*
- **WITH EQUAL ADJECTIVES:** Use a comma(s) to separate a series of adjectives equal in rank. (If the comma can be replaced by the word *and* without changing the meaning, the adjectives are equal.) Do not use a comma when the last adjective before a noun outranks its predecessors, because it is an integral element of a noun phrase. *Atlanta is a large, growing city. Georgia College is the epitome of the great liberal arts university. He wore a heavy, black coat.*
- **WITH DATES, MONTHS, SEASONS, YEARS:** Do not use a comma between the month and year, or season and year, unless a specific day is given. A comma follows the year when used with a month and day in textual material. *He retired in June 1999. The new president's term will begin fall 1999. The editor set Oct. 19, 1999, as the deadline for the stylebook.*
- **WITH CITIES, STATES, NATIONS:** In textual material, set off the name of a state or nation with commas when it appears with a city. *Bob Foster of Salt Lake City, Utah, attended. Atlanta, Ga., has many fine schools. She spent her vacation at a Bath, England, resort.*
- **WITH JR., SR., III, IV, ETC.:** Do not use a comma to separate a name from Jr., Sr., III, IV, etc. *John Doe Jr.*
- **WITH NUMBERS:** Use a comma for numbers larger than 999, except street addresses, room numbers, serial numbers, telephone numbers and years do not require commas.
- **WITH SEMESTERS, TERMS:** Do not use a comma between the year and the quarter, semester or term. *Students arrive in August for fall semester 2005.*

committee – Do not abbreviate. Capitalize only when part of a formal name: *University Services Committee, the Committee on Nominations*. Do not capitalize informal or incomplete designations: *the membership committee, the committee*. **See capitalization.**

company, companies - Abbreviate *company, companies, corporation, incorporated,* and *limited* when a business uses one of these words at the end of its proper name, but spell out if the designation comes within a name. Use a comma before *Inc.* or *Ltd.* only if the firm uses a comma in its formal name. (If a comma is used, then a comma must also follow the abbreviation in textual material.) *Chrysler Motor Co., American Broadcasting Cos., Aluminum Company of America. He worked for Georgia Products, Inc., for 20 years.*

concentrations and majors, academic – In textual materials, lowercase the names of concentrations, areas and fields of study, as well as majors, even when they are used with formal degree names (which are also lowercase): *bachelor of visual arts degree with a major in studio and a concentration in sculpture*. **See academic degrees.**

conference titles – Use initial caps; do not set in quotation marks.

county – Capitalize when part of a formal name; lowercase in references to more than one county. Examples: *She lives in Baldwin County. The institution services both Hancock and Putnam counties.* Do not abbreviate. **See capitalization.**

course grades – Capitalize, but do not set off with quotation marks. For plurals, follow the grade letter with an s, but do not use an apostrophe. *He received two As and one B last semester.*

course titles, academic and nonacademic – Italicize the formal names of course titles, whether academic (for credit) or nonacademic (professional or personal enrichment). Be certain that the title is a course title, not a conference, program, seminar or workshop title, which are not italicized. Departmental abbreviations as they appear in the university catalog may be used if they will be clear to the reader; otherwise, the departmental designation should be spelled out in italics. In textual material, catalog numbers should not be used unless they are essential information.

courtesy titles – In formal publications, refer to both men and women by first and last name on first reference. At Georgia College, the courtesy title Dr. is allowed on first-reference only for individuals who have received doctorate degrees (do not use the courtesy title Dr. for honorary degrees). Do not use the courtesy titles Mr., Miss, Ms., Mrs. in official publications unless they are in direct quotations or in other special situations. This does not apply to informal publications (examples include correspondence, invitations, posters.)

- **PEOPLE WITH SAME NAME:** When it is necessary to distinguish between two people who use the same last name – such as a married couple or brothers and sisters – use a courtesy title for the woman or refer to both by first and last name.
- **MEDICAL DOCTORS:** Obviously, *Dr.* is allowed on first reference before a name of a medical doctor. If the text also refers to person who has received a doctorate degree, Ph.D., Ed.D., etc. may be used to distinguish the two, if necessary for understanding.

Coverdell Institute, The – The proper name is *The Coverdell Institute*. On second reference, use *the institute*.

cum laude – Signifies graduation with honors; do not italicize.

currently – The word means now, at the present time, in contrast to presently, which means both now and soon, in a short time. Use currently if you mean at the present time. **See presently.**

curricula – The preferred spelling for the plural of curriculum.

D

data, datum – Datum is singular; data is plural.

database – At Georgia College, the preferred spelling of this term is as a single word.

data processing – Two words. Do not hyphenate.

dates – Always use Arabic figures. Do not use *st*, *nd*, *rd* or *th* with dates. Months are never abbreviated when they stand alone or are with a year. The following months are abbreviated only when they appear with a date: *Jan.*, *Feb.*, *Aug.*, *Sept.*, *Oct.*, *Nov.*, *Dec.* **See months and years.**

- **CORRECT:** *May 2, 2005, June 16, Sept. 23*
- **INCORRECT:** *May 2nd, June 16th, September 23*

days of the week – Do not abbreviate, except in charts. The chart format is three letters without periods: *Sun*, *Mon*, *Tue*, *Wed*, *Thu*, *Fri*, *Sat*.

dean – Lowercase this title when standing alone or when following the name. Capitalize only when used before the name. *The dean of men called a meeting at 10 a.m. Dr. John Doe, dean of admissions, attended the meeting. At noon, Dean of Business Jane Doe met with her staff.*

degrees, academic – **See academic degrees.**

department, GC academic – Capitalize the formal names of academic departments at Georgia College. Such names are expressed as Department of History and Geography; never as History and Geography Department. Lowercase the word department in references to more than one department. Lowercase informal references. *Department of History, Department of Computer Information Systems, departments of History and Computer Information Systems, history department, computer information systems department.*

department head – This term is rarely a true formal title. At Georgia College, the head of an academic department is called chair, not chairperson. The head of a service department is generally, but not always, called director.

Department of, Division of, Office of – Capitalize the official names of departments and other divisions of Georgia College, companies, government agencies and similar

institutions: *Division of Extended University, Office of University Communications*. Always lowercase informal references: *educational media, math department, media services, publications department*.

Department of Education, Georgia, U.S. – The name of Georgia's department is *Georgia Department of Education*. It is not the *State Department of Education* or the *Georgia State Department of Education*. The federal department is the *U.S. Department of Education*; the U.S. may be dropped in subsequent references.

different from – Something is *different from*, not *different than*, something else.

dimensions – Use figures and spell out inches, feet, yards, etc., to indicate depth, height, length and width. Hyphenate adjectival forms before nouns. *He is 5 feet 6 inches tall, the 5-foot-6-inch man. The basketball team signed a 7-footer. The 9-by-12-foot rug.*

directions and regions – Lowercase *east, west, north* and *south* when they indicate compass direction. Capitalize when they designate regions.

- **COMPASS DIRECTIONS:** *The lake is north of town. The parade will move east on Hancock St.*
- **REGIONS:** *He loved living in the South. Settlers from the East traveled west in search of new lives.*
- **WITH NAMES OF NATIONS:** Lowercase unless they are part of the formal name: *eastern France, the western United States. But Northern Ireland, South Vietnam.*
- **WITH STATES AND CITIES:** The preferred form is to lowercase when they describe a section of a state or city: *central Georgia, south Atlanta, western Texas. But capitalize if part of a proper name: North Carolina, West Virginia.*

director – Capitalize the formal title before the name; lowercase the title following the name or when standing alone. *Director of Computing Jane Doe attended the meeting. The director of computing, Jane Doe, attended the meeting.*

dissertations, titles of – Capitalize and set within quotation marks; do not italicize.

Division of – See "Department of, Division of, Office of."

doctor – Use *Dr.* as a formal title before the name of a person with an earned doctorate. Do not use the title before the names of individuals who hold only honorary doctoral degrees. **See courtesy titles.**

dollars – Use figures and the dollar sign (\$) except in casual references or in references without a figure. Always lowercase dollar. Use a singular verb with specific dollar amounts. For approximate amounts greater than \$1 million, use \$ and figures up to two decimal places. Do not hyphenate figures and words. Do not use the decimal and zeros for an even amount. *He is down to his last dollar. He spent \$5*

on a ticket. She said that \$150,000 is the asking price. The company has a \$20 million advertising budget. The account is worth \$3.15 million. They spent \$3,105,225 of the allotment.

drawings, paintings, etchings, titles of – Capitalize and italicize the titles of drawings, etchings and paintings.

E

east, eastern – See directions and regions.

Education, Georgia Department of – The *Georgia Department of Education* is never called the *State Department of Education* or the *Georgia State Department of Education*.

e.g. – The phrase *for example* is preferred. If *e.g.* is used, precede it by a comma, a semicolon or a dash; always follow with a comma. Do not italicize. ***See for example versus e.g.***

ellipsis (. . .) – Treat an ellipsis (an abridgment of material) as a three-letter word, constructed with three ellipsis points (periods), each separated by a space. Ellipsis points are used primarily to indicate the deletion of one or more words in condensing quotes, texts or documents. They may be used also to indicate a hesitation or pause in speech or to illustrate that a writer has not completed a thought. Do not use ellipsis points to indicate emphasis. Use a colon or a dash. If the words that precede an ellipsis constitute a grammatically complete sentence, either in the original text or in the condensation, place a period at the end of the last word before the ellipsis points; follow the period with a space and the ellipsis points.

email – Electronic mail or message. **Note there is no hyphen.**

end user, end-user – Two words as a noun, hyphenated as an adjective.

ensure – use *ensure* to mean guarantee. The word *insure* is for references to insurance. The word *assure* means to give a person confidence that a doubtful thing will happen. *His high test score would ensure that he would pass the course. Therefore, he could assure his parents that he would graduate. Thus they would give him the money to insure his car.*

entitled – Use it to mean a right to do or have something. Do not use it to mean *titled*. *He was entitled to his share of the royalties from the co-written short story, which was titled "The Way South."*

et al. – Note period. Do not italicize this term, which can mean neither *et alibi* (and elsewhere) or *et alii* (and others).

etc., et cetera, etceteras – Generally, use the abbreviation. If spelled out, spell as

two words. Etceteras (one word) is a plural noun meaning additional things or persons or the usual extras.

everyone (pro.), every one – Everyone means every person, everybody. Every one means each person or thing of those names. Examples: *Everyone arrived on time. The teacher reminded every one of the students personally about the test.*

ex- – Hyphenate this prefix when used to form a word meaning former. Examples: *ex-wife, ex-chairman, ex-president.*

exclamations - Do not attempt to emphasize simple statements by using an exclamation point.

- **CORRECT:** *It was a wonderful show. What a wonderful show! Halt!*
- **WRONG:** *We went to the show! It was an enjoyable evening! Halt.*

exclamation point – Place inside quotation marks when it is part of the quoted material; otherwise, place outside the quotation marks.

F

faculty – Lowercase all references to the university's faculty unless the word is part of a proper noun: *The faculty return to campus on Aug. 17. New Faculty Orientation begins the next day.*

fellow – Lowercase this word in reference to members of learned societies, holders of fellowships and members of governing bodies.

Fewer, less – In general, fewer refers to individual items; less is used for bulk, amount of quantity.

- **CORRECT:** *There were fewer than 50 girls in the class. Most had come from distances of less than 15 miles. The recipe called for fewer eggs and less milk than she had purchased.*
- **WRONG:** *The trend is toward more machines and less people.* (Should be fewer people, as people in this sense refers to individuals.) *She was fewer than 60 years old.* (Should be less than because years refers to a sense of time, not individual years.)

fiscal year – The 12-month period that a corporation or governmental body uses for bookkeeping purposes. The fiscal year for Georgia state government is July through June. The federal fiscal year is October through September. Be consistent in usage. Use only one form in a document. Spell out fiscal year on first reference.

for example versus e.g. – Spell out *for example* in textual material. The abbreviation *e.g.* (for *exempli gratia*) should be restricted to parenthetical and tabular material and to footnotes. **See e.g.**

fractions – Spell out amounts less than one in textual material; use hyphens between the words. Use figures for exact numbers larger than one. Convert to decimals whenever possible for exact numbers larger than one: *two-thirds, three-fifths, 2 5/8, 3.5*. **See numbers.**

Front Campus – Capitalize the area in front of Parks, Atkinson, Terrell and Bell halls.

Fulbright scholar – Lowercase scholar.

full time (adv.), full-time (adj.) – Hyphenate only when used as a compound modifier before the noun. *Their jobs were considered full time. He is a full-time student with no full-time job. She goes to school full time and works full time, as well.*

fundraising (n.), fundraising (adj.), fundraiser (n.) – Note that none of these terms are spelled out as one word.

G

General Assembly – Capitalize this term when it is the formal name of the state's legislative body (capitalize even when the state's name is not used) or of a ruling or consultative body of an organization. *Georgia General Assembly* (not legislature), *General Assembly of the World Council of Churches, U.N. General Assembly*. **See Georgia General Assembly.**

Georgia College – *Georgia College* is the correct brand name of Georgia College & State University. Georgia College should be used in all instances except for on legal and formal documentation, where Georgia College & State University is allowed.

- **CORRECT:** *Georgia College, GC* (as adjective and on second reference), *Georgia College & State University* (legal documentation only)
- **WRONG:** *GCSU, GC & SU, G.C. & S. U., G.C.&S.U.*

General Education Development diploma (GED) – The GED is awarded to those who pass the General Education Development test. It is the equivalent of a high school diploma.

Georgia General Assembly – This is the formal name of Georgia's legislative body, which is made up of the House of Representatives and the Senate. In subsequent references, Georgia may be dropped, but the capitalization of General Assembly is retained. Informally, the body may be called (without capitalization) the state legislature or, simply, the legislature.

Georgia's public liberal arts university – When used textually to describe Georgia College, only *Georgia's* is capitalized. When used as the tagline in the university's official logo, all words are capitalized.

GMAT – Graduate Management Admission Test, administered by the Education Testing Service.

god- – Lowercase this when used as a prefix. Examples: *godchild, goddaughter, godfather, godlike, godliness, godmother, godsend, godson, godspeed*. Do not hyphenate

gods and goddesses – Capitalize God and similar names of the deity of a monotheistic religion: *Allah, God, God the Father, Holy Ghost, Holy Spirit, Jehovah, Jesus Christ, the Redeemer, the Son of God, the Son of Man, Yahweh*. Lowercase the personal pronouns *he, him, thee, they, thou, who, whose*, in references to monotheistic deities. Lowercase *gods* and *goddesses* in references to the deities of polytheistic religions, but capitalize formal names. Lowercase *god* in references to false gods. *He made money her god*.

government – Lowercase and never abbreviate generic references to governments: *federal government, state government, the U.S. government, the government of France*.

Governor's Mansion – The proper formal name is *Old Governor's Mansion* (note the apostrophe). *The mansion* or *Governor's Mansion* is acceptable on second and subsequent reference. Never write it as *Old Governors Mansion*.

GPA – See grade-point average.

grade, grader – Hyphenate both the noun form and the adjectival forms: *Mary, a second-grader, looked up to her older brother, a 10th-grade student. Jane Doe, a first-grade teacher, wished she were teaching sixth-grade pupils instead*.

grades – Capitalize, but do not set off with quotation marks. For plurals, follow the grade letter with an s, but do not use an apostrophe. *He received two As and one B last semester*.

grade-point average – Note the hyphen. Abbreviate as *GPA* only on subsequent references or if the context makes the meaning absolutely clear.

Graduate Record Examination – One or two tests are involved: the Aptitude Test and, but not always, the Advanced Test, which is in the student's major. The test is administered by the Educational Testing Service. The name should be spelled out except where the abbreviation *GRE* is fully understood.

H

half-mast, half-staff – On ships and at naval stations ashore, flags are flown at half-mast. Everywhere else, including Georgia College, flags are flown at half-staff.

headings – Headings (heads, headlines, titles) should follow the "down" style. In rare instances, all caps may be used for emphasis.

- **DOWN STYLE:** In using this style of setting heads, capitalize only the initial word and proper nouns. This style is quite clean and is particularly suited to heads that form complete sentences or phrases. The down style is currently the style favored by many publications specialists. *Atlanta's mayor heads to Europe again, The university honors past president, GC breaks ground for new building, Registration and fee information.*
- **ALL CAPS:** Headings are set in all caps for two reasons: (1) the writer wants strong emphasis, such as in a banner headline, or, more likely, (2) the graphics designer finds the style visually pleasing. This style may be used at Georgia College, but with this caution: Any text or heading typeset in all caps is hard to read. If heads are set in all caps, be sure that there is ample spacing between words, which tend to run together in this style of typography.

his or her, his/her – His or her is the preferred form. **See sexist language.**

honorary degrees – All references to an honorary degree should specify that the degree is honorary; that is, the degree was not earned through a degree-granting academic program of study. Do not use *Dr.* before the name of a person whose only doctoral degree is honorary. **See academic degrees and courtesy titles.**

hopefully – It means in a hopeful manner. Do not use it to mean it is hoped or we hope.

- **CORRECT:** *It is hoped that we will complete our work in January. We looked hopefully to the day the troops will return.*
- **WRONG:** *Hopefully, I will get to go to Europe next year.*

however – Avoid starting a sentence with however when the meaning is "nevertheless." The word usually serves better when not in first position.

hyphens – Hyphens are used to join words. They are used to avoid ambiguity or to form two or more words.

- **COMPOUND MODIFIERS:** Hyphenate compounds that precede a noun to prevent misreading, such as *first-year experience, high-quality education, a first-grade teacher, a well-known singer.* But do not hyphenate compounds formed with adverbs, such as very, and adverbs that end in ly: *a very talented singer, the easily remembered song.* **EXCEPTION: Liberal arts education is not hyphenated.**

SUSPENSIVE HYPHENATION: Use hyphens in compounds showing ranges of time, amount, age, class, type, etc. Note the spacing. *The loan was offered for 10- to 15-year periods. He was given a 5- to 20-year jail sentence. The classes are for 5- to 8-year-olds only. The journal is published twice a year by second- and third-year students. Both full- and part-time jobs are offered.*

I

ID – Capitalize and do not use periods with the abbreviation for identification. Do not use an apostrophe with the plural. Examples: He lost his ID. The students need their IDs to get in.

i.e. – The preferred term is *that is*. If *i.e.* is used, do not italicize the abbreviation for id est, which means that is (to say). Always precede *i.e.* with a comma, a semicolon or a dash; always follow with a comma.

Ina Dillard Russell Building – The proper name for the university library is the *GC Library and Information Technology Center*. Note there is no ampersand. The name may be shortened to *the library*. The original library building is called the *Ina Dillard Russell Building*.

in memoriam – Do not italicize; note the spelling.

input – This noun is accepted as a verb in references with computers and word processors. It means to feed or to enter data.

in regard to – Often wrongly written *in regards to*. *As regards* is correct, and means the same thing.

inscriptions – Inscriptions, mottoes, notices and short signs are treated as headings, without quotation marks and not in italics.

insure – You *insure* property or life. You *ensure* that something will or will not happen. You *assure* someone of something.

Internet – Note the capitalization. In most cases, should be preceded by the.

irregardless – No such word. Should be regardless.

italics – Italics are not used in University Style. **See musical compositions, quotation marks and titles of compositions, publications, work.**

it's, its, it is – *It's* is a contraction for *it is* or *it has*. *Its* (no apostrophe) is the possessive form of the neuter pronoun.

- **CORRECT:** *It's time to go. It's been fun. Every dog has its day.*
- **WRONG:** *Its been a long day. The committee is expected to approve it's by-laws.*

J

J. Whitney Bunting School of Business, The – The official name is *The J. Whitney Bunting School of Business*. On second reference, use *the business school* or *the school*.

jargon – The special vocabulary and idioms of a particular class or occupational group. In general, avoid jargon. When needed in a special context, explain terms that are likely to be unfamiliar to the general reader.

John H. Lounsbury School of Education, The – The official name is *The John H. Lounsbury School of Education*. On second reference, use *the education school, the school*.

journals – Set titles of journals in italics. **See titles of compositions, publications, works.**

journal articles – Set titles of individual journal articles within quotation marks. **See titles of compositions, publications, works.**

junior, senior – Use and abbreviate *Jr.* and *Sr.* only with the full names of people. Do not set off with commas, and do not use on second reference. The notations *II, 2nd, III* or *3rd*, etc., may be used if that is the individual's preference. If necessary to distinguish between father and son in second reference, use the elder Smith or the younger Smith.

- **CORRECT:** *John Doe Jr. is director of housing. Doe will attend the meeting*
- **WRONG:** *John Doe, Sr., attended his daughter's graduation.*

judgment – The American spelling of the word has only one e.

K

keynote, keynote address – The keynote (or keynote address) is the speech at a conference, seminar or convention that sets the tone or introduces the basic ideas or topics to be considered at the gathering. *He delivered the keynote address. Dr. Doe was the keynoter. Jane Doe keynoted the conference. Professor John Doe will deliver the next keynote.*

kudos – This is a singular noun that takes a singular verb. There is no such thing as a kudo. It means fame, glory, praise. *Kudos goes to Kenneth. Kudos is in order for this author.*

L

lady – Do not use as a synonym for woman.

languages and dialects – Capitalize the proper names of languages and dialects: *Cajun, Creole, German, Gullah, Japanese, Mandarin Chinese, Persian, Yiddish.*

lecture titles – Capitalize and set off with quotations marks. **See quotation marks.**

legislative titles – Capitalize formal titles before the name; otherwise, lowercase. Add U.S. or state before title only if clarification is required. Do not use legislative titles before the name on subsequent references.

- A *representative* is a member of the House of Representatives.
- A *senator* is a member of the senate.
- The words *congressman* or *congresswoman* can be either a representative or a senator; it should be avoided, except before the name in a direct quotation.
- Do not abbreviate legislative titles with the exception of senator or representative, which should be abbreviated – and capitalized – before the name except in direct quotations.
- **CORRECT:** *U.S. Sen. John Doe, state Rep. Jane Doe*
- **WRONG:** *Congresswoman Jane Doe, U.S. Senator John Doe*

legislature, state of Georgia – Lowercase *state legislature* and *legislature* in references to the Georgia General Assembly, the formal name of the Georgia's legislative body. **See Georgia General Assembly.**

less – In general, *fewer* refers to individual items; *less* is used for bulk, amount of quantity.

- **CORRECT:** *There were fewer than 50 girls in the class. Most had come from distances of less than 15 miles. The recipe called for fewer eggs and less milk than she had purchased.*
- **WRONG:** *The trend is toward more machines and less people.* (Should be fewer people, as people in this sense refers to individuals.) *She was fewer than 60 years old.* (Should be less than because years refers to a sense of time, not individual years.)

-level – Hyphenate before the noun as part of a unit modifier. Do not hyphenate after the noun. *He is an upper-level official. He is taking graduate-level classes. She is a management-level employee. They are both at the senior level.*

liberal arts – Georgia College's style is not to hyphenate this term, even when it precedes a noun, such as university. *Georgia College is Georgia's public liberal arts university.*

library – The proper name for the university library is the *GC Library and Information Technology Center*. Note there is no ampersand. The name may be shortened to *the library*. The original library building is called the *Ina Dillard Russell Building*.

listserv – Note the spelling. A software program for setting up and maintaining discussion groups through e-mail.

live vs. reside – The preferred terminology is *live*. Avoid using *reside*. *We have nearly 2,000 students living in residence halls. Bob Jones lives in Parkhurst Hall.*

-ly – Do not connect adverbs ending in *ly* to the words they modify with a hyphen. Such adverbs can only modify the adjective following them; therefore, a hyphen is not needed.

M

Macon Telegraph, The – The proper name in all first references is The Macon Telegraph (note The). The Telegraph may be used in second and subsequent references.

magna cum laude – Do not italicize this phrase, which is used to signify graduation with high honors from a university or college.

memoriam, in – Do not italicize. Note the spelling.

middle names – Use only with people who are publicly known that way, such as James Earl Jones, or to prevent confusion with people of the same name.

midnight – The proper term is *midnight*. Never use *12 midnight*; it is redundant. Using *12 a.m.* should also be avoided.

months – Capitalize the months of the year in all uses and spell out when the name is used alone or with a year alone (no day specified). Appropriate months should be abbreviated when used in body text (paragraphs and sentences) but may be spelled out in headlines, programs, posters, etc. Abbreviate only *Jan. Feb., Aug., Sept., Oct., Nov.,* and *Dec.* Do not use of between months and dates.

- **CORRECT:** *He arrived in May 2004. She graduated in December 2004.*
- **INCORRECT:** *He arrived in May of 2004.*

multi- – In general, no hyphen is used: *multicultural, multicolored.*

myself – Often misused. Usually, *me* is sufficient and correct.

- **CORRECT:** *Please call me for more information. I should have done it myself.*
- **WRONG:** *Please call myself for more information. Call John or myself for more details.*

N

newspaper names – Newspaper names are not italicized. Capitalize the newspaper's name and include a hyphen if that is part of the name. Examples: The (Milledgeville) Union-Recorder, The Macon Telegraph, The Atlanta Journal-Constitution, the Athens Banner-Herald.

nicknames – Use an individual's given name in first and formal references, unless the nickname is the way the person prefers to be known. When a nickname is

inserted into the identification of an individual, set it off with quotation marks.
Jimmy Carter, Sonny Perdue, Paul "Bear" Bryant.

noon – The proper term is *noon*. Never use *12 noon*; it is redundant. Using *12 p.m.* should also be avoided

number is, number are – Generally, when preceded by the word *a*, number is plural; when preceded by *the*, it is singular. *Although a number of students are going to the game, the number of boys is unknown. The number of undergraduate students was diminishing until a number of new transfers were enrolled.*

numbers –Do not spell out dates or other serial numbers. Write them in figures or in Roman notation, as may be appropriate: *Aug. 9, 1968, Chapter XII, Rule 3, 352d Infantry*. But when they occur in dialogue, most dates and numbers are best spelled out: *I arrived home on August ninth.*

Use these general guidelines:

- In text, spell out numbers one through nine (and the ordinals first through ninth). Use figures for 10 (10th) and above. Use *No.*, not *#*. *He had completed four of the 10 courses required. For the third time in his life, he seemed satisfied.*
Georgia College is ranked No. 1 in soccer.
- Spell out numbers at the beginning of a sentence (except for years). *Two thousand dollars more will get it. 1990 will be the completion year.*
- Spell out casual expressions. *"Thanks a million," he said to his father, an executive with the 20th Century-Fox Corp.*
- Always use figures for *ages, chapter numbers, course numbers, dates, dimensions, distances, formulas, page numbers, room numbers, sizes, speeds, suite numbers, temperatures (except zero) and years.*
- Do not use *st, nd, rd or th* with numbers.
- With fractions, spell out amounts less than one. Use hyphens between the words. Use figures for precise amounts larger than one, converting to decimals whenever possible. Examples: *two-thirds, three-fifths, 4.75, 2 1/3, 4 5/16.*
- When a large number must be spelled out, do not punctuate between separate words that are part of one number, except for words ending in *y*; do not add *and* to the number. Use figures with the words *million* and *billion*, but do not go beyond two decimals. *Two thousand two hundred seventy-six students are enrolled at the school. Greater Los Angeles has a population of about 12.5 million.*
- Use a comma on any number that is four digits or larger. *4,000* is correct. *4000* is incorrect.

With percentages, always use figures and decimals. In textual material, always spell out *percent*; do not use the symbol *%*. *Less than 3 percent of the group understood the answer.*

O

occasion – Do not misspell as occassion.

OK – Capitalize without periods. Also *OK'd*, *OK'ing*, *OKs*. Do not use *okay*.

Old Courthouse – The proper name for the old Baldwin County facility that is now a part of the Georgia College campus. On second and subsequent reference, use *the courthouse*.

Old Governor's Mansion – The proper formal name is *Old Governor's Mansion* (note the apostrophe). *The mansion* or *Governor's Mansion* is acceptable on second and subsequent reference. Never write it as *Old Governors Mansion*.

Old South – The South prior to the Civil War.

ongoing – This is written as one word with no hyphen.

online – One word in all cases for the computer connection term. *On-line* is incorrect.

P

page numbers – Use figures and capitalize page when used with a figure. *The answer is on Page 6. Continued on Page 14. The chart is on the sixth page.*

papers, titles of – Titles of papers presented at conferences and meetings or appearing in journals are set in caps and lowercase and set off by quotation marks. Do not italicize.

part time, part-time – Hyphenate when used as a compound modifier. *She works part time. She has a part-time job.*

people – Use person when speaking of an individual: *One person waited for the bus.*

- The word people is preferred to persons in all plural uses. *Thousands of people attended the fair. There were 17 people in the room.*
- People also is a collective noun that takes a plural verb when used to refer to a single race or nation: *The people of Europe long for an end to the Cold War.*

percent, percentages – Spell out percent. Do not use the symbol % unless it is in a chart. **See numbers.**

periodicals and publications: Do not italicize the titles of newspapers, books, newsletters, journals, magazines and similar periodical publications. Capitalize such words as “the,” “magazine” and “journal” only if part of the formal name. Titles of

journals, articles, poems, etc. are to be set off by quotation marks.

personally – Often unnecessary.

Ph.D., Ph.D.s – Use periods; do not use an apostrophe when forming the plural. In text, use the word *doctorate* instead of *Ph.D.* Example: *He holds a doctorate in business administration.*

phonathon – Note the spelling. Lowercase this term for a telephone solicitation event. Capitalize it only if the word is part of a formal name for a particular event. Examples: *She was asked to join the alumni phonathon. She was pleased to be a member of the 2005 Georgia College Phonathon Team.*

plurals of figures and letters – Add *s*. Do not use an apostrophe except with the lowercase single letters or if a word would be formed through its omission. *He was born in the 1920s and died in the 50s. Two GIs left. She knows her ABCs. He received three Ds on his report card. The VIPs arrived. There were six size 4s.*

Postal Service abbreviations – See state names.

practica, practicums – *Practicums*, not *practica*, is the preferred usage for the plural of practicum.

pre- – Do not hyphenate words formed with this prefix, except words formed with proper nouns: *preadolescent, prearrange, precalculus, precollege, preeminent, pre-Christian.*

presently, currently – *Presently* presents a problem. It means both now and soon, within a short time. Therefore, to be clear, you should use *currently* for now, and *presently* to mean soon, or within a short time.

president – Capitalize only when used before the name; lowercase when standing alone or when used following the name. The titles for the leader of the country or of the university are no exception: *President John Q. Doe; Jane Doe, president of the university; President George Washington; George Washington, president of the United States; the president.*

preventive, preventative – Preventative is not a word.

principal – Capitalize only before the name; lowercase when it stands alone or when it follows a name.

professor – Capitalize only before the name; lowercase when it stands alone.

Q

quotation marks – Follow these rules:

- The period and the comma always go within the quotation marks.
- The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the quoted matter only. They go outside when they apply to the whole sentence.
- Examples: *I enjoyed reading "Gone with the Wind." Did you read the story by O'Connor titled "The Geranium"?*
- If a quotation is longer than a single paragraph, quotation marks are used at the beginning of each paragraph and at the end of the last paragraph only. Quotation marks are not used at the end of any paragraph except for the last.
- Quotations within quotations are set off with single quotation marks followed by the double marks. *He said, "Jane sang a beautiful rendition of "The Star-Spangled Banner.""*

TITLES OF COMPOSITIONS, PUBLICATIONS WORKS: The general rule is that the names of such short works as *abstracts, articles, features, lectures, songs, stories* and *television programs* are set within quotation marks.

R

race and nationality – Capitalize the formal names of the major racial groups, three of which are *Caucasoid, Negroid* and *Mongoloid*. Uppercase generic references to people distinguished by skin color, such as *Black, White, Red, Mulatto, etc.*, both in noun and adjective usage. Capitalize the proper names of nationalities, of peoples identified with a particular region or tribes, etc.: *Arab, African-American, Caucasian, Cherokee, Jew, Nordic, Asian*. Refer to race only if it is important, such as in a brochure encouraging minority enrollment.

radio stations – The call letters alone are frequently adequate. If the station is widely known by another name, it can be used in all references. *WMAC-AM, NewsTalk 750, Country 102*

ranges in dates, money, time – When citing such ranges, make each item complete if there is any possibility of ambiguity. When using the word *from* in expressing ranges, also be certain to use *to* or *through*.

- **CORRECT:** *The semester runs from August 18 through December 6. The budget will increase from \$2 million to \$5 million (not from \$2 to \$5 million). The workshop will be 6-8 p.m.*
- **WRONG:** *The play runs from April 29-May 2. (Should be from April 29 to May 2 or April 29-May 2.) Tickets are available March 30 through April 3. (Should be from March 30 through April 3 or March 30-April 3.)*

ratios – Use figures (do not spell out numbers). Use a hyphen when the figures precede the word ratio (or a word such as majority that implies a ratio). Insert the

word *to* when the figures follow the word *ratio*. *She won the election with a 3-1 majority. The student-faculty ratio is 17-to-1.*

re- – Generally this prefix takes no hyphen, except in the following circumstances:

- Use a hyphen if the word that follows begins with an *e*: *re-elect, re-emerge, re-enter, re-establish*.
- For many words, the sense is the governing factor: *recover* (regain) versus re-*cover* (to cover again), *resign* (quit) versus *re-sign* (to sign again).

regent(s) – The name *Board of Regents of the University System of Georgia* must be used on first reference. It may be shortened to *Board of Regents, state Board of Regents* or *Georgia Board of Regents* in second and subsequent references.

Lowercase *regents* when referring to more than one individual regent. In informal and subsequent references to the governing body, use *the board*, not *the regents*.

The acronym *BOR* may be used informally, but it should be avoided in official publications. Capitalize the title regent before the name; lowercase after the name and when it stands alone. *Regent John Doe; Jane Doe, regent of the Board of Regents of the University System of Georgia; the regent.*

regions – Lowercase *east, west, north, and south* when they indicate compass direction. Capitalize when they designate regions.

- **COMPASS DIRECTIONS:** The lake is north of town. The parade will move east on Hancock St.
- **REGIONS:** He loved living in the South. Settlers from the East traveled west in search of new lives.
- **WITH NAMES OF NATIONS:** Lowercase unless they are part of the formal name: *eastern France, the western United States*. But *Northern Ireland, South Vietnam*.
- **WITH STATES AND CITIES:** The preferred form is to lowercase when they describe a section of a state or city: *central Georgia, south Atlanta, western Texas*. But capitalize if part of a proper name: *North Carolina, West Virginia*.

religious titles – The first reference to a clergyman or clergywoman normally should include a capitalized title before the individual's name. Lowercase when the titles stand alone or are used after a name.

- In many cases, *the Rev.* is the designation that applies before a name on first reference for ministers and priests. On second reference, use only a last name: *the Rev. Billy Graham* on first reference, *Graham* on second reference. Substitute *Monsignor* for a Roman Catholic priest who has received this honor. Do not use *father, pastor* or similar words before an individual's name.
- Spell out *Cardinal, Archbishop, Bishop, Rabbi, Sister, and Mother* on first reference before a name. Lowercase if it follows a name.

representative – Capitalize and abbreviate before the name; lowercase after the name and when it stands alone. *Rep. John Doe; the representative.*

reside vs. live – The preferred terminology is *live*. Avoid using *reside*. *We have nearly 2,000 students living in residence halls. Bob Jones lives in Parkhurst Hall.*

river(s) – Capitalize when it is part of the formal name of a river. Lowercase in references to more than one river: *the Oconee River, the Flint and Oconee rivers.*

road(s) – Capitalize when its part of the formal name of a road. Lowercase in references to more than one road: *Log Cabin Road, Piedmont and Darlington roads.*

room numbers, names – Don't capitalize room unless it is included in the official title of the room. With the exception of the Arts & Sciences Building, the preferred format is room and number followed by the building name. Some examples: *room 202 Atkinson, room 211 Health Sciences*. For A&S only, rooms should be listed with the building first, followed by the floor-room number. *Arts and Sciences room 2-41, A&S room 3-03.*

round numbers – Only approximate numbers should be modified with such words as *approximately, around, about, some, -odd*, etc. Such exact numbers as 427, 8, 432, 1,078 and 1,234,566 do not constitute approximate figures. *About 50 students were expected to attend, but 36 actually enrolled. Some 40-odd boys joined the group, and about 600 girls joined. Last year, 42 boys and 634 girls joined.*

RSVP. – The abbreviation for the French phrase *repondez s'il vous plait* means "please reply." Please RSVP. is redundant. Do not use periods to separate the letters.

rush/rushee – Rush/rushee are no longer official terms. The terms used are recruit for men and potential new member for women.

S –

said – Always use *said* when attributing quoted material. Do not use *stated, says, remarked* or other similar words. *"The final exam was easier than I though it would be," said John.*

SAT – Acceptable on second references to the *Scholastic Aptitude Test*, prepared by the College Entrance Examination Board (CEEB) of the Educational Testing Service. Do not use periods with this abbreviation.

scene numbers – Capitalize scene when used with a figure. *Scene 3, Act I or Scene 4.*

school – Capitalize only when used as part of a complete formal name; lowercase informal and incomplete references. *She attends the School of Health Sciences. The health sciences school will begin classes next week. The school will be in session this fall.*

School of Health Sciences – The official name is *School of Health Sciences*. On second reference, use *the health sciences school*, *the school*. Because the school encompasses more than just nursing, *the nursing school* should be avoided.

School of Liberal Arts and Sciences – The official name is *School of Liberal Arts and Sciences*. Note that no ampersand is used. On second reference, use *the arts and sciences school*, *the school*.

screen saver – Two words

seasons – Lowercase the seasons of the year and the derivatives of the seasons; capitalize only when part of a formal name. *He plans to enroll this fall. She love to go to the beach each summer. The university expects Summer Festival to be a big hit.*

- Lowercase seasonal references to semesters. *She hopes that spring semester 2004 will be her best yet. Convocation is held at the beginning of fall semester.*

the Second, II – Do not set off with commas when used with a name. *King Henry the Second ruled for a short time. George Arthur II was named for his uncle.*

secretary – Capitalize only when part of a formal title used before the name; lowercase when standing alone or when following the name. Always lowercase when the reference is to an individual whose function is that of administrative assistant within an office organization. *Secretary of State Colin Powell; Colin Powell, secretary of state; the secretary of state; the secretary; Jane Doe, secretary to the vice president; his secretary, Jane Doe.*

section – Capitalize when used with a figure or letter in reference to a particular section. *Section I, Section A.*

semester – Lowercase semesters in text. Do not separate the semester from the year by a comma. Do not use the word of.

- CORRECT: *She will graduate spring semester 2004.*
- WRONG: *He will take the course in fall semester of 2005. The speaker is coming spring semester, 2006.*

semiannual – This term means every half year.

semicolon – The semicolon is frequently misused. Often it appears unnecessarily in the place of a comma. Just as often, such punctuation as dashes or ellipses are used when semicolons are more appropriate. Generally, the semicolon indicates a greater break in thought, construction or information than a comma indicates, but less than the separation indicated by a period. Dashes and ellipses have their own uses. Use semicolons to separate elements of a series when those elements contain commas. *He cheated on his test; therefore, he was expelled. The writing was terrific; the artwork was terrible.*

semimonthly, semiweekly – Semimonthly means twice a month (bimonthly means every other month). Semiweekly means twice a week (biweekly means every other week).

senate – Capitalize the formal name of the governmental body; lowercase plural uses: *the Georgia Senate, the U.S. Senate, the state Senate, the Senate, the Georgia and Alabama senates.*

senator – Capitalize and abbreviate before a name; lowercase after the name and when it stands alone. *Sen. John Doe; John Doe, senator from Alaska; the senator.*

sexist language – Avoid sexist language. Here are some guidelines:

- *Men and women should receive equal treatment* – *He, him, himself* and *his* are not generic terms referring to both sexes. In references to both sexes, use *he or she, him or her, his or her*, etc. Do not use *he/she, him/her, his/her*. Never use *s/he*. However, use *he or she*, etc., sparingly, but consistently when you must use it.
- To avoid the awkwardness that overuse of *he or she*, etc., can cause, the writer should restructure the sentence or the paragraph. Usually, the use of plurals can solve the problem of awkwardness. The plural third-person pronouns (*they, their, them*) have a common gender.
- **CORRECT:** *The students are asked to take their places in their classes.*
- **AWKWARD:** *Each student is asked to take his or her place in his or her class.*
- **WRONG:** *Each student is asked to take his place in his class.*

-size, -sized – Hyphenate compounds formed with these suffixes: *bite-size, king-size, economy-size, pint-size.*

slang – Avoid slang in text and headlines unless it is part of a quotation. Use caution with clichés and colloquialisms.

slogans – Do not set off in quotes or set in italics if only the principal words are capitalized. If only the first word and proper nouns are capitalized, then set off the slogan with quotation marks. Example: *Georgia College Offers Degrees of Excellence. "Celebrating the past, building for the future!"*

Social Security number – Spell out *number* (but do not capitalize it) in textual material. *Number* can be abbreviated as *#* on forms. Do not use *SS number, SSN* or *Social* in textual material.

senior – Do not set off with a comma from names of individuals. Example: *John Doe Sr. is president of the firm.*

State names and U.S. Postal Service codes – Spell out the names of the 50 U.S. states when they stand alone in textual material, as well as when they follow the names of cities. Example: *Atlanta, Georgia.*

sub- – Do not hyphenate words formed with this prefix: *subcommittee*, *subtitle*, *subzero*.

summa cum laude – Do not italicize this phrase denoting academic honor.

symposiums, symposia – *Symposiums* is the preferred spelling of the plural of *symposia*.

T

telephone numbers – Use figures with hyphens, per AP style and 10-digit dialing.

- **CORRECT:** 478-445-5004
- **WRONG:** (478) 445-5004, 478.445.5004

television stations – The call letters alone are frequently adequate. If the station is widely known by another name, it can be used in all references. If the channel frequency is used, capitalize Channel before a number. *WALB-TV*, *13WMAZ*, *Fox 24*, *Channel 41*

that, which, who, whom – Use *that* and *which* in reference to inanimate objects and to animals without a name. Use *who* and *whom* in referring to people and to animals that have a name.

- Use commas with *which*. No commas with *that*. *The lawn mower, which is broken, is in the garage.* (Adds a fact about the only mower in question).
The lawn mower that is broken is in the garage. (Tells which one).

The Village Apartments – The formal name of university-owned apartments on West Campus is *The Village Apartments*. On first reference, *The Village* is also acceptable. On second and subsequent references, *The Village* or *the apartments* should be used.

till, until – These words mean the same thing. Watch for *til*, *til* and *till*, which are incorrect.

time – In text, do not use a colon and zeros at the top of the hour. Example: *3 p.m.*, not *3:00 p.m.* The only correct abbreviations are *a.m.* and *p.m.* And *12 midnight* is simply *midnight*; similarly, *12 noon* is simply *noon*. When referring to duration of time in both informal and formal writing, use a hyphen instead of *to*: *3-5 p.m.*, *from 2-4 hours*.

- **CORRECT:** *10 a.m.*, *4 p.m.*, *3:30 p.m.*, *noon*, *midnight*
- **INCORRECT:** *10:00 a.m.* *4PM*, *12 midnight*

titles –When referencing a specific individual or position, all titles should be capitalized, regardless of whether they are used before or after the name.
See academic titles and courtesy titles.

toll-free (adjective, adverb) – Hyphenate before and after a noun or verb.

toward, towards – The preferred usage is *toward*.

trademark, TM – A trademark is a brand or symbol protected by law. Generally, avoid using trademarks. If used, capitalize the trademark words and use the superscript (TM).

T-Shirt – Capitalize the *t*. It is acceptable to use *tee* on subsequent references.

U

Union-Recorder, The – The proper name for the Milledgeville daily newspaper is The Union-Recorder. The abbreviation *UR* should never be used in publications.

unique – Few things in this world are unique. The word means the one and only, like no other. Do not combine unique with *very, somewhat, most* or *rather*. Unique is simply, unique.

United States, U.S. – Spell out *United States* when used as a noun; use *U.S.* as an adjective only.

university – Capitalize only when used as part of a complete formal name or title; lowercase otherwise. *She attends Georgia College & State University. The university is providing her with an excellent education.*

universitywide – It is always one word. It is never hyphenated.

University Senate – The formal name for the governing body at Georgia College & State University. May be called *the senate* on second and subsequent references.

University System of Georgia – Always use the complete formal name on first references. In subsequent references, University System is sufficient. Lowercase system if it is used alone.

until, till – These words are the same. Watch for *til, til* and *till*, which are incorrect.

utilize – *Use* is the preferred word

V

versus – Spell out in text, abbreviate in the formal names of legal cases.

very – Use this word sparingly.

vice – Do not hyphenate titles formed with vice. Spell as two words. Capitalize before the name; lowercase when standing alone or when following the name.

vice president – Do not hyphenate. Capitalize before the name; lowercase when standing alone or when following the name.

- **CORRECT:** *Vice President Jane Doe*
- **WRONG:** *Vice-President Jane Doe*

vice versa – Do not italicize.

vita – A short biography or autobiography. The term is preferred to the longer *curriculum vita*. The plural of *vita* is *vitae*.

W

West Campus - Capitalize the area of campus that includes The Village Apartments, intramural fields and intercollegiate athletic fields.

which – See **that, which, who, whom**.

while – *While* is not synonymous with *and, but, although* or *whereas*.

-wide – When used as a suffix, it is never hyphenated unless the word ends in *w*: *universitywide, citywide, campuswide, nationwide, Moscow-wide*.

World Wide Web – A global system of linking documents, images, sounds and other files across the Internet. The Web is not the same as the Internet, but is a subset; other applications, such as email, exist on the Internet. It is capitalized. The shorter *the web* is acceptable; note there is no capitalization. *Webpage, website, webcast* and *webmaster* are one word.

X

X- – Capitalize the *X* when it is used as a prefix and hyphenate all compounds formed with *X*: *X-rated movie, X-ray machine*.

Y

yearlong

year-round

years – Use figures, even when starting a sentence with a year. Express inclusive years either as 1955 to 1975 or 1955-75 (use the slash, or virgule, in place of the hyphen only to express fiscal years). Never write from 1955-1975; it is from 1955 to 1975. Use an s without an apostrophe to indicate spans of decades or centuries. Examples: *1800s, gay 90s*.

Z

ZIP code – Note that ZIP is in all caps and code is lowercase. Georgia College's primary ZIP code is 31061-0490.